



Capital Outlay Program Manager

Class Code: 4024 – Exam Code: 6PB50

Departments: Department of General Services
Opening Date: January 4, 2017
Final Filing Date: Continuous
Type of Examination: Departmental Open
Salary: \$11,757.00 - \$13,354.00

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 6 months.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition, or religious accommodation, please contact us.

If you have any questions, please contact the:

California Department of Human Resources' Contact Center at 1-866-844-8671

OR

California Relay Service at 7-1-1

Telecommunications Device for the Deaf (TTY) at (916) 654-6336*

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open eligible list will be established by the California Department of Human Resources for use by the California Department of General Services. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

All Levels:

Equivalent to graduation from college with major work in architecture, engineering, construction management, or closely related field. (Additional qualifying experience may be substituted for the required education with two years of experience being counted as one year of the required education.)

Either I

Two years of experience performing the duties of a Project Director III. (Persons within six months of having the required experience may compete in the examination; however, the required experience must be completed before they are considered eligible for appointment.)

Or II

Four years of experience performing the duties of a Project Director II. (Persons within six months of having the required experience may compete in the examination; however, the required experience must be completed before they are eligible for appointment.)

Or III

Broad and extensive (more than five years) experience in architecture, engineering or construction management, five years of which shall have been in the capacity of a project manager of large or complex capital outlay projects which resulted in buildings or structures being completed. A minimum of four years of experience shall include direct responsibility for project budget and cost control for multiple projects managed concurrently and for administration of multiple professional design service contracts. (Experience in the California state service applied to this pattern must include two years performing duties in a class with a level of responsibility equivalent to Project Director III, or four years performing duties of a class with a level of responsibility equivalent to Project Director II.)

POSITION DESCRIPTION

Oversees all operations of the Project Control Section. Is responsible for the overall accountability of the capital outlay function. The Capital Outlay Program Manager supervises the activities of all units within the Project Control Section. Specifically, this involves:

- Meeting with client agencies, representatives of the Legislative Analyst's Office and the Department of Finance, private sector professionals, and organizations regarding various aspects of the State's Capital Outlay Program and its various projects;

- Determining whether projects will be performed by the Office of the State Architect or by a private consulting firm;
- Directing staff in the administration of all capital outlay project contract activities, including the review of scope of services, negotiation of fees, review of evaluations of project costs and administrative costs for management of projects designed by private consultants;
- Overseeing pre-architectural programming, consultant and retainer selection, project planning, monitoring and control, and long-range and strategic planning;
- Developing and implementing selection procedures and regulations for contract services.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

To preview the Capital Outlay Program Manager Training and Experience Evaluation, select [Capital Outlay Program Manager preview examination](#).

KNOWLEDGE AND ABILITIES

Knowledge of:

- Risk management principles and techniques to prioritize potential risks, develop strategies to mitigate risks, and identify and implement recovery plans and contingencies.
- The purpose, mission, and goals of the department, division and branch to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the department, division and branch.
- Principles and practices of all aspects of the State's capital outlay process.
- Laws (e.g., Public Contract Code, Government Code, Code of Regulations, etc.) and procedures (e.g., design, retainer, construction, environmental, etc.) pertaining to contracts and agreements as they relate to the implementation of the States capital outlay program.
- Principles, practices, and trends of public and business administration, including management analysis, economic analysis, planning, program management and program evaluation as it relates to managing a division and branch.
- The State's legislative process and the administration of department's goals and policies to protect the State's interests relative to pending and proposed legislation and in accordance with specified Departmental guidelines.
- Economic analysis principles and concepts to assess the best delivery method for each project in order to implement the State's capital outlay program.
- The departmental budget process, which includes support and capital outlay budget development and revisions/augmentation needs (such as personal services, operating expense and equipment) using the Budget Act and BCP (budget change proposals) processes to assist in the development of the branch budget.
- Project management concepts and principles to direct and oversee the completion of a variety of major capital outlay projects.

Ability to:

- Interpret and apply the State laws; State, DGS, and Division's policies/procedures, rules, and regulations as they relate to the implementation of the States capital outlay program.
- Analyze situations accurately, make recommendations, and take effective action as they relate to the implementation of the States capital outlay program as well as division and branch operations.
- Implement new policies, procedures, and programs, ensuring appropriate leadership, motivation, staff training and overall planning to achieve defined goals.
- Effectively communicate, both orally and in writing, to be in compliance with the Division's mission, goals, and objectives while ensuring compliance with State, DGS, Division's Managerial/Supervisory policies, procedures and objectives.
- Assist and oversee the development and implementation of departmental and/or work unit budget, which includes support and capital outlay budget development and revisions/augmentation needs (such as personal services, operating expense and equipment) using the Budget Act Provisions and BCP (budget change proposals).
- Recommend and draft legislative/legal changes and proposals in accordance with State, DGS, and Division's mission, goals, and objectives.
- Establish and maintain cooperative relations with departmental employees, personnel from other state agencies, staff from federal, State and local regulatory and/or control agencies, consultants, vendors, and/or the public.
- Consult, advise, and confer with staff from other State agencies, including control agencies, federal government, local governments, stakeholders, vendors, consultants, and/or, the public on technical and program subject matter areas.
- Resolve problems and issues by developing an action plan in response to changing priorities, problems, or setbacks to allow for the completion of projects and work assignments as it relates to the operation of the capital outlay program, procedures, business processes, and/or policies.
- Manage, supervise and oversee the work activities of interdisciplinary teams or work groups in the planning and completion of a variety of projects.
- Develop and execute contracts and agreements related to implementation of the States capital outlay program.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits will not be applied to the final score of competitors who are successful in this examination.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selections Division
1515 S Street, North Building, Suite 400
Sacramento, CA 95811-7258

1-866-844-8671

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GENERAL INFORMATION

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned, change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [Capital Outlay Program Manager classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent

civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CalHR's Veterans' Information webpage](#), and the Department of Veterans Affairs.

Bulletin Revision date: 1/3/17

FILING INSTRUCTIONS

Click the link below to be directed to the Training and Experience Evaluation. Upon completion of the Training and Experience Evaluation, it will be instantly scored.

***Please remember to print a copy of your exam results for your records. It may take up to 5 business days for eligibility records to appear in your CalCareer profile.**

Select [Capital Outlay Program Manager Training and Experience Evaluation](#) to access this online examination.

SUGGESTED RESOURCES TO HAVE AVAILABLE WHEN BEGINNING EVALUATION

Employment History: Job Titles, organization name and addresses, name of supervisors or persons who can verify your job responsibilities, and phone numbers of listed persons.

Education History: Names of college courses that are relevant to the tasks listed in the evaluation.